

**JOB TITLE:** Tenon Machine/CNC Router Operator

**DEPARTMENT:** Mill Room

**SUPERVISOR:** Lead - Mill Room

**Grade: 3**      **FLSA: Non Exempt**      **Job Status: Full Time**

**Job Duties & Responsibilities:** Include the following, as well as other duties that may be assigned.

**Key Duties:**

Responsible for cutting tenons, halves, dadoes, and recuts one or both ends of parts on single end or double end tenon machine, by hand feeding on traveling table for single end tenoner and placing parts on chain feed for double end tenoner. May work with or without helper. Responsible for the efficient operation of a CNC Router to produce component parts in accordance to drawings, sketches or other forms of instruction. Responsible for maintaining a safe and clean work environment at the machine. Work closely with the assembly areas to make sure inventory levels are maintained on components.

**What You Will Be Doing:**

- Production; runs parts as determined by assembly area to maintain a pre-determined stock of wood parts.
- Setup and positioning of heads to spindles. Sends out knives for sharpening.
- Setup and maintenance of single and double end tenon.
- Quality assurance of parts to engineering drawings and specification.
- Production determines the materials (sheets) needed to run parts and makes request for delivery. Runs production parts and verifies parts meet requirements.
- Preventative maintenance including the greasing of needed points on the machine, filling of oil cups as needed, and daily cleanup of machine. The machining of the spoilboard, setting of daylight values and setting of the tool off-sets.
- Trouble shooting of cutting issues (blowout, rough cut edge, etc.) and aiding in review of new programs.
- Tooling changes/set up.
- Work with programmer on new parts/materials/tools
- Responsible for keeping area clean and orderly.
- Follow company policies, core values and safety/quality procedures and standards.
- Work company assigned hours for the position and additional hours if needed (regular and predictable attendance).
- Other duties as assigned.

**Qualifications:** Must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education & Experience:** High School Diploma or GED. Manufacturing experience preferred but not required.

**Knowledge and Competencies:** The following key competencies represent qualities, traits and behaviors that a successful employee will exhibit. This list is not exhaustive, as other qualities, traits and behaviors are desired:

- Excellent communication skills and ability to follow through on requests for information and select appropriate responses.
- Positive/optimistic – Can do, make things happen attitude (genuinely believe the organization can accomplish a lot while managing to a conservative budget and resource allocation).
- Computer literate (and actively using) and ability and willingness to learn how to use company software for reporting and data analysis
- Ability to organize and plan – taking ownership, fully accountable and responsive to others and carefully manages time.
- Customer centric – Recognizing and promoting the importance of meeting customer needs – both inside and outside the organization. Resolving internal issues with sensitivity and cooperation.
- Ability to learn/operate use of hand power tools (good manual dexterity).
- Organizational skills necessary to follow through on requests for information and select appropriate responses.
- Ability to read and comprehend product assembly drawings and procedures and assist others.
- Able to use good judgment when making decisions.
- Ability to define problems, collect data, establish facts and draw valid conclusions.

**Certificates, Licenses, Registrations:** N/A

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**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee is frequently regularly required to use hands to finger, handle, feel or reach and stand. The employee regularly is required to walk, and talk or hear, stoop, kneel or crouch. The employee frequently lifts up to 25 pounds and may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to focus.

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**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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This position is in a manufacturing production plant environment where the temperature may vary hot or cold. The typical noise level is loud. Exposure to vibration, airborne particles, and moving mechanical parts.

I, the undersigned, have read and understand the duties and responsibilities of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Witness Signature

\_\_\_\_\_  
Date

This job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time for any reason, and the Company has a similar right.